



City Hall Safety Committee Meeting

October 4, 2012

MINUTES

Meeting called to order at 1:20 PM by T. Drew

Present: Todd Drew, Sue Nett, Adam Alix, Kate Clausing, Adam Alix, Kristi Heim

Excused: Pam Captain, Tom Stoffel, Vicki Lenz

A. Motion to approve minutes from September 6, 2012 made by A. Alix and seconded by K. Clausing. - Motion carried.

B. Old Business

1. **MSDS Sheets** – IT in process of developing a program to scan and maintain MSDS Sheets. Volunteers through the Health Department will be recruited to help enter / scan information.
2. **City Hall Employee Information Board** – Recommendation to move employee information board to front of elevator in the basement at City Hall. A. Alix to check to see if the current board will fit in the space. Updated employee information postings have also been forwarded to M. Brunn.
3. **Library In-service Injury Report Forms** – September 22 - S. Nett provided instruction to Library employees on the proper completion of employee and non-employee injury report forms.
4. **Replacement of K. Heim on City Hall Safety Committee** – K. Heim will remain on the City Hall Safety Committee with Kara Homan to act as a sub in the event K. Heim is unable to attend.

C. New Business

1. **Monthly Safety Topic** "Flammable fumes and a source of ignition Could put you in a critical condition" which covered proper handling and storage of flammable items. Topic distributed for posting and discussed.
2. **Injury Review** – No injuries reported
3. **Building Walk-Thru Follow-up** – to be conducted in November.
4. **Additional new items** – no new items

D. Training

1. **Safety Manual Training Intranet - update** T. Drew covered that the Safety Manual and review quiz is available on the intranet. All employees should review the revised manual and take quiz. An email will be

automatically sent to the Health Department after completion which will acknowledge the employees review of the manual.

2. **Hearing Protection Training Intranet – update** T. Drew to check list; primarily building maintenance employees affected.
3. **Harassment Training November 7** – 4 sessions all employees should attend.
3. **Additional Training items for discussion** – no additional training items discussed.

E. Motion to adjourn at 1:55 PM by K. Heim second K. Clausen - Meeting adjourned.